

# **SUMMER FOOD SERVICE PROGRAM**

## ***New Sponsors Training 2006***



**Missouri Department of Health and Senior Services  
Community Food and Nutrition Assistance**

**888-435-1464**

**<http://www.dhss.mo.gov/sfsp>**



# Introduction

- Sponsor Responsibilities
- MDHSS Responsibilities
- Purpose: To provide high quality meals to children during the summer months when school is not in session.

*Food that's in when school is out!*



# Sponsor Eligibility Requirements

- School food authority
- National Youth Sports Program
- Units of government
- Residential summer camps
- Private nonprofit organizations



# Site Eligibility Requirements

- Open site
- Enrolled site
- Residential Summer Camps
- Nonresidential day camps
- Migrant sites



# Recordkeeping

SFSP Guidelines will be available by May 1st

at: <http://www.dhss.mo.gov/sfsp>

under “Laws, Regulations and Manuals”

on the left side bar or call 888-435-1464



# Recordkeeping

- Dated Menus
- Production records (Vended Sites)
- Daily meal count records
- Weekly or monthly consolidated meal count records



# Recordkeeping

- Site monitoring forms
  - Pre-operational review
  - 1st week reviews
  - 4th week reviews
  - additional reviews as needed



# Recordkeeping

- Training documentation
  - All sites must have trained personnel present during the meal service
  - Sponsors are responsible to train site personnel and document the training.





# Training Documentation

- *MDHSS will not reimburse sponsors who do not submit documentation to verify their site personnel were trained prior to the start of operations.*
- *Documentation must identify personnel by site.*



# Recordkeeping

- Documentation of operating costs
  - Cost of food used
  - Cost of labor
  - Other costs



# Recordkeeping

- Documentation of administrative costs
  - Administrative Labor
  - Other administrative costs



# Recordkeeping

## ■ Records of Program Income

- Government funds or grant
- Donations of cash
- Money received from the sale of food to adults



# Recordkeeping

- Income Eligibility Forms
  - Camps and enrolled sites only
- Miscellaneous Documentation



Missouri Department of Health - Bureau of Community Food and Nutrition Assistance

## Food Chart - Summer Food Service Program

### ***Breakfast***

Fluid Milk	1 cup (8 fluid ounces) <sup>1</sup>
Juice or Fruit or Vegetable	1/2 cup
Bread, or	1 slice
Cold Dry Cereal, or	3/4 cup or 1 ounce <sup>2</sup>
Cornbread, Biscuits, Rolls, Muffins, etc., or	1 serving
Cooked Cereal or Cereal Grains	1/2 cup
Pasta, Cooked Noodles	1/2 cup

### ***Lunch or Supper***

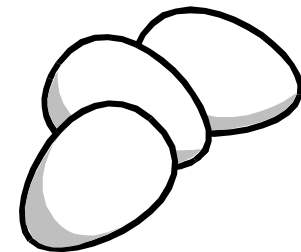
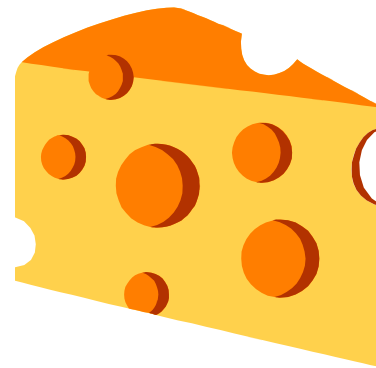
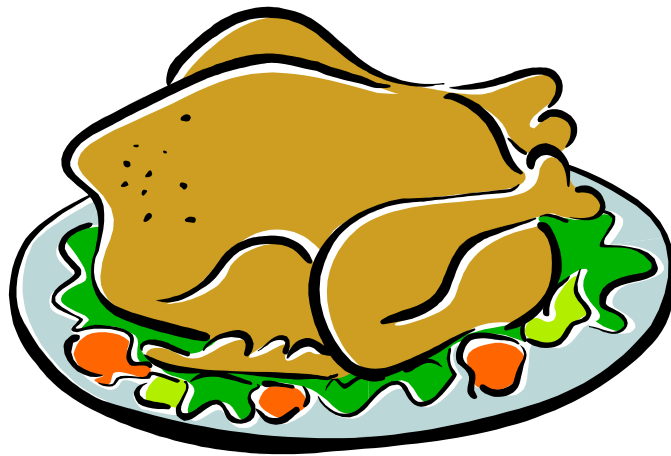
Fluid Milk	1 cup (8 fluid ounces) <sup>3</sup>
Meat, Poultry, Fish, Cheese, or	2 ounces
Egg, or	1 large egg
Cooked Dry Beans, Peas, or	1/2 cup
Peanut Butter or other Nut Butters, or	4 tablespoons <sup>4</sup>
Peanuts, Soynuts, Tree Nuts or Seeds, or	1 ounce = 50% <sup>5</sup>
Yogurt, plain or sweetened, flavored	1 cup (8 ounces)
Vegetables and/or Fruits (must serve at least two different varieties)	3/4 cup total <sup>6</sup>
Grains/Breads	1 serving

### ***Snack<sup>7</sup>***

Serve 2 of 4 components

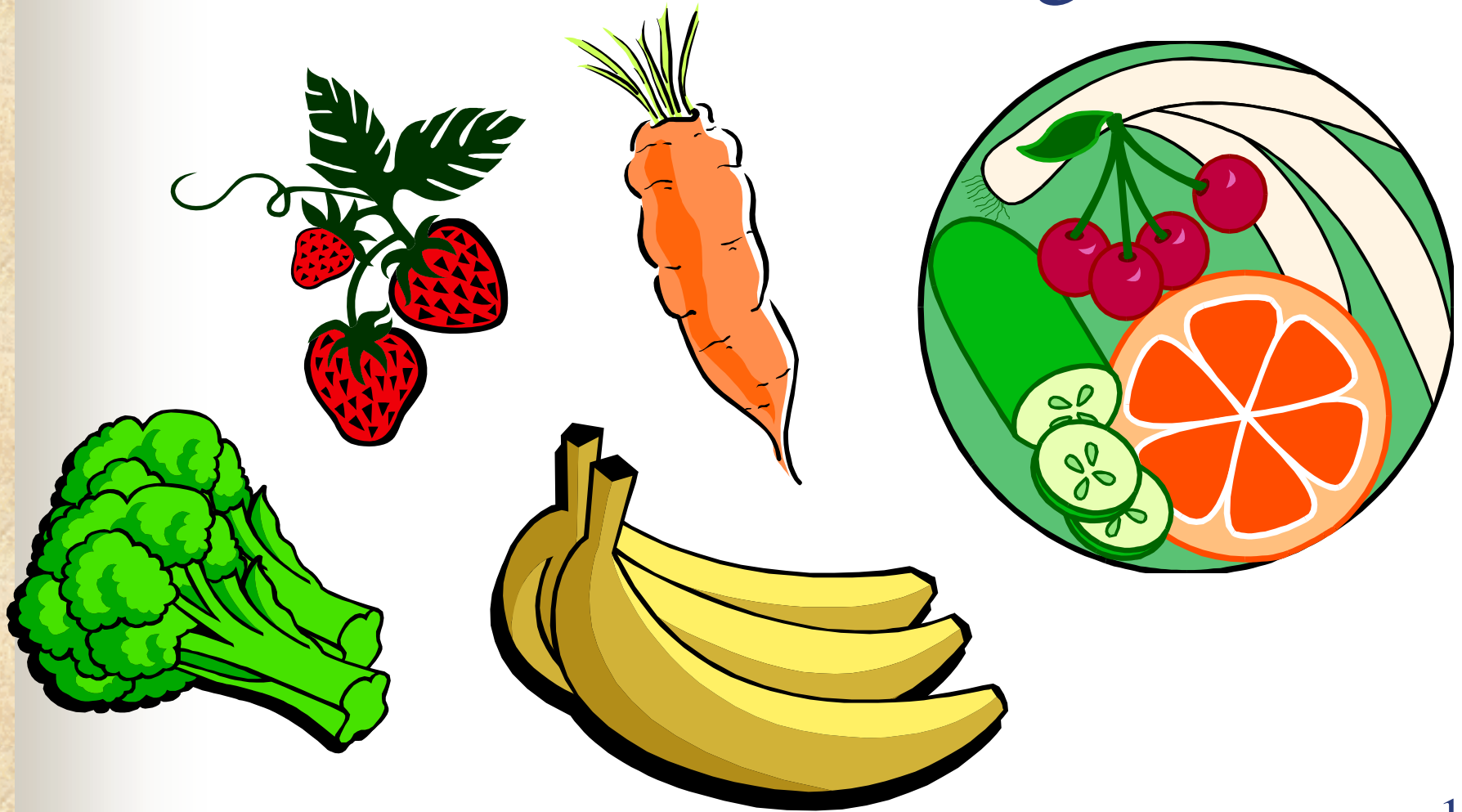
Fluid Milk	1 cup (8 fluid ounces) <sup>1</sup>
Juice or Fruit or Vegetable	3/4 cup
Meat or Meat Alternate	1 ounces
Grains/Bread	1 serving

# Guidelines for Meat & Meat Alternates



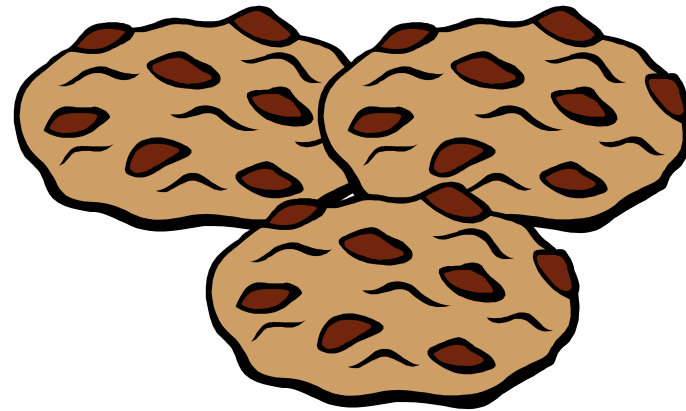
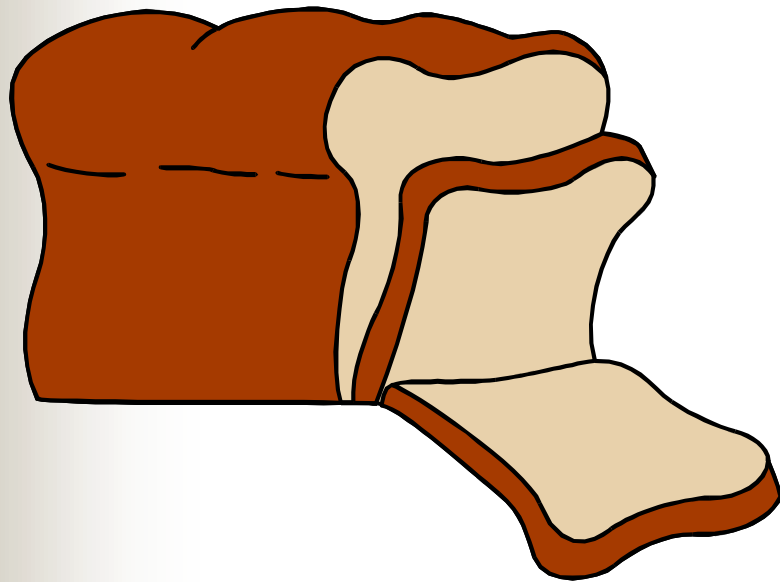


# Guidelines for Fruit/Vegetable





# Guidelines for Grains/Breads



# Fluid Milk

- Milk must be fluid milk.
- Required at all 3 meals.
- Must be served as a beverage at Lunch and Supper.
- OK over cereal at Breakfast or Snack.





# Creditable Food Guide

<http://www.dhss.mo.gov/sfsp>

Left Sidebar topic: Laws, Regulations & Manuals

- Rules for each food component
- Yes/No Matrix for questionable items
- Q & A providing further guidance



# Meal service requirements

- Requirements for meals to be allowed
- Unallowable meals
- Processed food documentation
- Production Records
- Cost of food used



# Inventory Records

Beginning inventory

+ Food Purchases (receipts & invoices)

+ Other Purchases (food service supplies)

- Credits, discounts, returns

- Ending inventory

= the Cost of Food Used



# Application Deadlines

- By March 15, 2006 for May commodities
- By April 17, 2006 for June commodities
- By May 1, 2006 for advance in June
- All due by May 15, 2006 and at least 30 days prior to start of operations



# Operational Reimbursement

- Total amount of operational reimbursement based on  
***THE LESSER OF:***
  - Number of meals X operational rate
  - Actual documented operational costs



# Administrative Reimbursement

- Total amount of administrative reimbursement based on ***THE LESSER OF:***
  - Meals X administrative rate
  - Actual documented administrative costs
  - Approved administrative budget

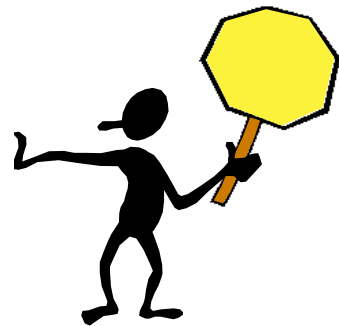




# Policy Statements

- Policy statements are only required for sponsors who have not participated previously in the program.
  - Open Sites Policy Statement – A, B, J, K, & L
  - Camps and Enrolled Sites Policy Statement – A through I.

# Sign and Return Your Contract!



When you receive the contract be sure to read it thoroughly. Then SIGN IT and return it to the address specified.



# Sponsor Monitoring Reviews

- Site visit and meal observation-unannounced
- Findings/Corrective Actions forms
- Submit corrective action plan on forms
- Sponsor review-scheduled



# Sponsor Monitoring Reviews

- Review of records and reports
- Cost and income documentation
- Meal pattern and meal count verification
- Civil rights compliance



# Commodities

- Applications due by March 15<sup>th</sup> for delivery in May
- Applications due by April 17<sup>th</sup> for delivery in June



# Inspecting Commodity Orders

- Adequate personnel to accept & unload.
- Know exactly what has been ordered.
- Always count the number of units.
- Only accept foods in good condition.



# Making Changes

- Report ALL changes to site operations.
- Form available in application packet and at <http://www.dhss.mo.gov/sfsp> click on Applications and Forms.
- NOT for new sites or location changes.



# Making Changes

- If changes are not submitted and processed.
  - System may reject claims.
  - Meals may be disallowed and reimbursement reduced.





# Revise Administrative Budget

- Sponsors receive THE LESSER OF . . .
- Revise to receive the maximum allowable
- Form available in application packet and at <http://www.dhss.mo.gov/sfsp> click on Applications and Forms.



# Requesting Advances

- Programs in operation three months may request up to three operational and two administrative advances.
- Deadlines for requesting advances:
  - 1<sup>st</sup> – submit SFSP application by May 1<sup>st</sup>
  - 2<sup>nd</sup> – submit information by June 21<sup>st</sup>
  - 3<sup>rd</sup> – submit information by July 21<sup>st</sup>



# Sponsors must certify

- To be eligible for 2<sup>nd</sup> and 3<sup>rd</sup> advance:
  - They are operating the number of sites approved on the administrative budget.
  - Their projected administrative costs do not differ from the approved budget.
  - The actual number of meals being served.



# Completing Claims

- With user ID & password submit on-line:  
<http://www.dhss.mo.gov/sfsp>
- Processed in the order received.
- Original due within 60 days.
- Revisions due within 90 days.



# Completing Claims

- Must submit prior to claims payment:
  - Training roster
  - Enrolled site certification  
(applies only to enrolled sites)
  - FSMC contract  
(applies only to vended sponsors)
- Claim month cannot be divided



# Completing Claims

- Enter dates mm/dd/yyyy
- From daily meal count records
  - Children meals
  - Adult meals
- ACTUAL costs and income



# Completing Paper Claims

- Be sure to include contract & vendor numbers plus sponsor name & address
- Do not put zeros in #12 or #14
- Sign and date the form



# Civil Rights Requirements

- Display “And Justice for All” poster.
- Complete racial/ethnic beneficiary information for each site or camp session on the 1<sup>st</sup> & 4<sup>th</sup> week Monitor Site Review.



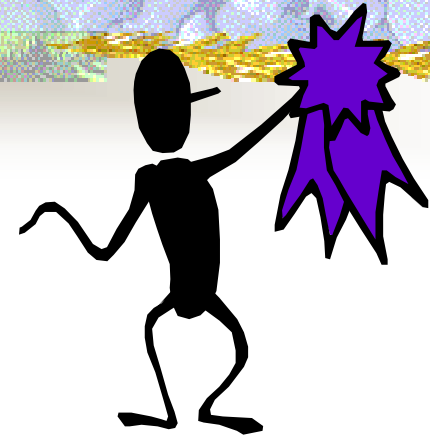


# Appeal Procedures

- What can be appealed?
- State gives certified written notice of adverse actions.
- Sponsor must request appeal in writing within 14 days.



***Thank you!***



You help make Missouri's future bright by  
nourishing our children with the  
*food that's in when school is out.*

**Missouri SFSP**

<http://www.dhss.mo.gov/sfsp>



## Enrolled Sites and Camp

- IEF on file for all children claimed.
- At least 50% of enrolled children must be eligible for free or reduced meals.
- IEF must be completed by the parent.
- Parent must sign and date IEF and include SSN if income reported.



# Enrolled Sites and Camps

- Sponsor rep must sign and date IEF.
- IEF is effective from the first day of the month it is signed.
- IEF is effective for one year.
- School sponsors may use the same IEFs collected for the NSLP.